Montana
Office of Public Instruction
Denise Juneau, State Superintendent

opi.mt.gov

Teacher-Class Data Collection - Descriptions of Data Fields

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Purpose: The purpose of this document is to explain the data items being collected for the Teacher-Class Data Collection in the TEAMS system and provide guidance for the consistent reporting of these terms.

For more information, contact:
    Danielle Murphy   School Staffing Project Manager   dmurphy@mt.gov   (406) 444-1625
    Joan Anderson   School Staffing Project Assistant   janderson3@mt.gov   (406) 444-0701

Also see:
        School Staffing Project Website-OPI
        FAQs

Background

The Office of Public Instruction (OPI) uses the Teacher-Class data, in combination with the other OPI data collections, to determine the accreditation status of schools. This document explains the data fields in the Teacher-Class data collection.

The Teacher-Class data is a part of the Terms of Employment, Accreditation, and Master Schedule (TEAMS) data collection. School districts and other Montana accredited educational programs must submit information about each class and each teacher, co-teacher, instructional aide or facilitator who has responsibility for the class. All classes for the entire school year are to be reported in TEAMS, listing each employee/class match separately.
        Note: The Annual Data Collection (ADC) previously collected information about people and the classes that were assigned to them. Conversely, the Teacher-Class data collection collects information about classes and the educators who are assigned to them.

TEAMS is an online data collection system. OPI will issue usernames and passwords to access TEAMS online.

The TEAMS system accommodates Teacher-Class data file uploads and also accepts manual entry of Teacher-Class records. OPI encourages school personnel to work with their student information system software vendors to develop file extracts containing the required Teacher-Class information from their data systems which can be uploaded into TEAMS. Click here for TEAMS File Formats.

TEAMS will allow manual editing of records regardless of whether the records are entered via file upload or manually entered. This allows missing data to be entered in cases where the file extract process at the district is not capable of listing all required information.

Which Organizations (aka "Reporting Entities") Must Submit the Teacher-Class Report?

Montana public school districts, Montana nonpublic accredited schools, and State-Funded schools including Montana School for the Deaf and Blind, Pine Hills School, and Riverside School, must submit the Teacher-Class data in TEAMS.

Special education cooperatives <u>do not</u> submit the Teacher-Class data portion of TEAMS because they do not provide classes. Districts must report any classes provided for district students using teachers, co-teachers, instructional paraprofessionals, and facilitators who are employed by a cooperative.

Residential Treatment Facilities must only report classes related to the public school educational services offered by the treatment center.

Which Classes and Educators Must be Reported?

A district or other Montana accredited educational program must report all classes the district provides for the entire school year. This includes any class the district provides for its enrolled students using a teacher, co-teacher, instructional paraprofessional employed by the district's special education cooperative.

Classes in the data collection are uniquely identified using the combination of the Montana K-12 Course Code, SessionTypeCode (full year, semester, quarter, etc.), session number (1st semester or 2nd quarter, etc.) and the section code. To report all educators with responsibility for a unique class, there may be more than one record reported for the combination of fields that identify a unique class. For example, a teacher and instructional paraprofessional could be reported for a single class, and the two Teacher-Class records would be the same except would differ in the SEID and other fields that identify the role of the educator.

<u>Report these classes in the Teacher-Class data collection</u>:

1) Elementary self-contained classrooms, and other elementary and grade 5-12 classes requiring specialized endorsements, as listed in this guidance: http://www.opi.mt.gov/pdf/SchoolStaffing/ElemCoursetMappingInstruc.pdf
2) All high school classes, including any class offered at the high school for which the student earns both college and high school credit (see DualEnrollmentCredit below);
3) Classes taught by special education teachers and/or co-teachers employed by a special education cooperative. Typically, a special education co-teacher is an itinerant employee of a special education cooperative who works with the classroom Teacher of Record to provide supplemental special education for one or more students;
4) Classes offered using distance learning, such as correspondence courses, online learning, video conferencing, streaming video, etc. Report a record for each Teacher of Record (employee or contractor) and each Facilitator (must be an employee). If the Teacher of Record is not employed by the district, TEAMS will ask for information about the registered distance learning provider and teacher on the Distance Learning screen;
5) Summer school classes that follow the school year. For example, report summer school classes held in June/July/August of 2014 with the school year 2013-2014

TEAMS report. If the district has not finalized plans for summer school classes for the following summer at the time the Fall data collection is made, districts should do their best to provide information about planned summer school classes and educators, including estimated enrollments. Summer school Teacher-Class data may be revised in May/June when the session is scheduled;

6) Classes provided for at-risk students as part of an alternative education program of the district; and

7) Classes for Pre-K, Kindergarten, and Transition 1st grade.

Do not report the following services in the Teacher-Class data collection:

1) Special education related services (e.g., OT/PT services, speech and audiology services, etc.);

2) Afterschool programs that are not part of the school curriculum; and

3) Adult education classes and GED/HiSET preparation classes;

4) For residential treatment facilities, any classes that are not part of the public school educational program; and

5) For accredited non-public schools, any classes that are not part of the school program which is accredited by the state.

Descriptions of Teacher-Class Data Fields

The following sections describe the use of data fields on the Teacher-Class Data Collection.

FY   **yyyy**

Fiscal Year. The fiscal year begins on July 1 and ends on June 30. The fiscal year is identified by the ending year; for example, the year beginning July 1, 2012 and ending June 30, 2013 is called FY 2013. The fiscal year is also the school year. Report summer school as part of the fiscal year (school year) ending June 30, even if the summer school session continues into August.

OwnerLegalEntityCode   **XXXX**

OwnerLegalEntityCode - Legal Entity Code (LE) of the employer of the person (SEID) who is being reported as a teacher, co-teacher, paraprofessional, or facilitator of a class. Legal Entity Code (LE) is the OPI's unique 4 digit identifier for a district, special education cooperative, or other accredited educational program.

OwnerLegalEntityCode **will typically be the Legal Entity Code of the reporting entity** because the district's classes are normally conducted using employees of the district.

If SEID is not an employee of the reporting entity:

If the teacher, co-teacher, paraprofessional, or facilitator of a class is **employed by the district's special education cooperative,** the district must report the Legal Entity Code of the special education cooperative that employs the person.

-- Before a district (or other accredited program) can report this SEID in a Teacher-Class record, the special education cooperative employer must have entered a record for the SEID in the Cooperative's Terms of Employment (TOE) data collection. The Teacher-Class record must be able to associate the SEID

If the teacher of a distance learning class is **employed by a distance learning provider, including the MT Digital Academy, do not enter a Teacher-Class record for the teacher of record. Only enter a record for the facilitator**, who must be a district employee (i.e., OwnerLECode will be the district's LE Code).

-- When you enter a Teacher-Class record for a distance learning class and facilitator, TEAMS will request additional information about the Distance Learning Provider on a separate Distance Learning screen. Distance Learning Providers must register online with OPI before they can be contracted to provide classes to Montana's public schools. The Distance Learning screen will allow the user to indicate the registered provider that is being used and verify the class assignment.

NOTE: If the district receives a distance learning class, the district <u>must</u> report a teacher-class record indicating the SEID of the facilitator employed for the class (ARM 10.55.907(3)).

OwnerSchoolCode   XXXX

OwnerSchoolCode is the OPI School Code of the school where the SEID/employee is employed by this reporting entity for this class. School Code (Sc) is OPI's unique 4 digit identifier for a particular school. See School Codes listed by city/town under Find a School on the OPI website.

There can be only one OwnerSchoolCode for each class record, since the SEID/employee is assigned to one school at a time for each unique class being reported. An SEID/employee may be assigned to work in multiple schools, but each class is associated with only one school. Each class record must reflect the school where the teacher is assigned for purposes of the class being reported. The OPI will determine accreditation status based, in part, on this data.

<u>If SEID is not an employee of the reporting entity</u>:

If the teacher, co-teacher, paraprofessional, or facilitator of a class is **employed by the district's special education cooperative, the reporting district must report 0000 as the OwnerSchoolCode**, since the cooperative employer does not have schools.

Except for reporting special education cooperative employees, the OwnerSchoolCode is a required field.

LocationLegalEntityCode   XXXX

LocationLegalEntityCode - Legal Entity Code (LE) of the entity that provides the class under one of its school programs. Legal Entity Code (LE) is the OPI's unique 4 digit identifier for a school district or other accredited educational program. The Legal Entity

Code is generally associated with a school district within a school system. This is the LE Code of the entity reporting the class as part of the entity's educational program.

LocationSchoolCode   XXXX

LocationSchoolCode - School Code (Sc) of the school that provides the class under its program, regardless of whether the class is taught at the school site or elsewhere. School Code (Sc) is the OPI's unique 4 digit identifier for a particular school. See School Codes listed by city/town under Find-a-School on the OPI website.

The OPI will determine accreditation status based on this data. To ensure appropriate credit for accreditation purposes, the district must report each class using the school code under which the class is provided.

SEID   Integer up to 10 digits

School Employee ID number (SEID) - A unique numeric code assigned by OPI for an individual who works for a Montana school district or other accredited educational program. Report the employee who has responsibility as a teacher, co-teacher, instructional paraprofessional, or facilitator for each reported class.

The SEID number for a licensed Montana educator will be the same as the folio ID of the person's license.

IMPORTANT: Before reporting an SEID in a Teacher-Class record, the district or other accredited educational program must have previously entered a record for the person in the Terms of Employment (TOE) section of TEAMS, reflecting employment in the current school year. If an SEID is employed by a special education cooperative, the cooperative must have entered the TOE record before a district can report the SEID associated with a district class.

If SEID is not an employee of the reporting entity:

If the teacher, co-teacher, paraprofessional, or facilitator of a class is employed by a **special education cooperative**, report the SEID of that person. Users can search for the SEID in the SEID Generation tab or can, if necessary, contact the special education cooperative to determine the SEID number.

If the teacher of a distance learning class (see DistanceLearning below) is employed by a **distance learning provider, including the MT Digital Academy**, only report the Teacher-Class record for the facilitator, who must be a district employee. TEAMS will request additional information about the Distance Learning Provider and the provider's teachers on a separate Distance Learning screen.

> NOTE: If the district receives a distance learning class, the district must report a teacher-class record indicating the SEID of the facilitator employed for the class (ARM 10.55.907(3)).

CourseCode   **XXXXX**

CourseCode - Montana K-12 Course Codes are the State's standard codes for course identification, based on the National Center for Educational Statistics (NCES) course identifiers. The codes are 5 digits long.

> Note: Districts are <u>not required to replace</u> their existing district-assigned codes or names for courses, but districts must crosswalk all courses using the standardized K-12 Course Codes in order to report those courses to OPI in TEAMS.

<u>Prior-to-Secondary and Secondary Course Codes</u>:   Secondary (grades 5-12) course codes may only be reported under middle schools and high schools. Prior-to-Secondary course codes may only be reported in elementary schools having K-8 self-contained classrooms.

<u>Elementary grades</u>: K-12 Course codes for self-contained K-8 classrooms range from 73030 - Kindergarten (self-contained) to 73038- Grade 8(self-contained). Code 78039 is used for multi-grade classrooms. Additionally, K-8 Physical Education and Music classes have specific grade-level course codes for elementary level classes. Other curricular areas within self-contained K-8 classes do not have specific course codes and are not identified as separate classes in the Teacher -Class data collection.

<u>Grades 5-12</u>: Classes at middle grade and high school level have specific course codes (e.g., 51033 - Language Arts (grade 5)). Identify each class separately in the Teacher-Class data collection.
> (NOTE: <u>Title I classes</u> do not have specific course codes; however, Title I classes are generally identified as reading or math classes using grade 5-12 course codes and are further identified using AcademicLevelCode RE - Remedial.)

<u>Structured Recess</u>:   For elementary schools, structured recess must be listed as a separate class to be included in the aggregate hours of pupil instruction for purposes of accreditation. (See K-12 Course Code 58018 - Structured Recess)

The K-12 Course code list is posted online at:
http://www.opi.mt.gov/PDF/SchoolStaffing/K_12CourseCodeList.pdf

OPI provides a K-12 Course Code Mapping Tool to help districts determine what standard codes fit their courses. The Mapping Tool is posted at:
https://apps.opi.mt.gov/NCESCourseCodeMAppingTool/frmDefault.aspx? and instructions are posted at:
http://www.opi.mt.gov/pdf/SchoolStaffing/NCESCCMUserGuide.pdf

SessionTypeCode **XX (see list of codes below)**

For middle grades (gr 5-9), the SessionTypeCode defines the term for which a final grade is assigned for the class. For high school (gr 9-12), the SessionTypeCode defines the term for which credit is given for the class. If partial credit is allowed for a student's passing a portion of the year, that term should be reported as the SessionTypeCode. The SessionTypeCode for elementary grades (gr K-4) is typically "SY" for the full school year.

SessionTypeCodes

SY - Full School Year. A regular school term consisting of no major subdivision of time segments. It usually begins in the late summer or early fall and ends in late spring or early summer (e.g., elementary school).

SM - Semester. One of two equal segments into which a school year is divided.

TM - Trimester. One of three equal segments into which a school year is divided.

QT - Quarter. One of four equal segments into which a school year is divided.

QN - Quinmester. One of five equal segments into which a school year is divided.

MT - Mini Term. A school term which is shorter than a regular session. A mini term is generally delivered as a sub-term within a larger session. For example, an 18 week semester may be divided into 6 mini terms of 3 weeks each.

TW - Twelve Month. An educational program that operates on a full twelve month cycle.

ST - Summer Term. A school term which takes place in the summer between two regular school terms. (NOTE: Report summer school at the end of a regular school year, e.g., summer school sessions in June/July/Aug of 2013 should be reported as part of School Year 2012-13.)

IS - Inter Session. A short session which occurs between longer sessions, such as during a winter or spring break.

LS - Long Session. A session that is longer than a Semester but shorter than a Full School Year.

For distance learning or self-paced classes, indicate the session type that most closely matches the planned assignment of class credit for completion, even if the time needed to complete the class does not coincide with the session's normal start and end date.

SessionNumber   **XX (1 through 12)**

Session Number of the SessionTypeCode refers to a stand-alone class session. This generally refers to a term for which credit is earned. For semester classes, the first semester would be SessionNumber 1 and the second semester would be SessionNumber 2. For quarter classes, the Session Number would be 1 for first quarter, 2 for second quarter, etc.

Enter "1" if there is only one session in the year, such as a SY Full School Year session for an elementary class or a single ST Summer Term session.

SectionCode   **Up to 20 characters**

Identifies a specific occurrence of this course, using up to 20 characters (numbers or letters) defined by the reporting entity.   An occurrence of the course taught to the same group of students regardless of the day or time.

TeacherOfRecordFlag   **Y or N**

Enter Y if the SEID in this record is the educator who actually teaches the class. The "Teacher of Record" is responsible for a student's learning activities that are within a subject or course and are aligned to performance standards (CELT).

If the Teacher of Record is **employed by a distance learning provider, including the MT Digital Academy**, do not enter a Teacher-Class record for the teacher. There must, however, always be a record reporting the facilitator employed by the district for a distance learning class.

> - When a class is identified as a Distance Learning class (see Distance Learning below), TEAMS will request additional information about the Distance Learning Provider and the provider's teachers on a separate Distance Learning screen.

> NOTE: If the district receives a distance learning class, the district must report a facilitator employed for the class (ARM 10.55.907(3)).

There may be a Teacher of Record AND a support staff person (co-teacher, instructional paraprofessional or facilitator) associated with a particular class section. Create a separate Teacher-Class record for each SEID who is responsible for the class section.

> - If the SEID is not the Teacher of Record, use the SupportStaffCode field to identify the role of the SEID as a co-teacher, instructional paraprofessional, or facilitator.   Further describe the type of co-teacher or instructional paraprofessional using the CoTeacherTypeCode or InstructionalParaTypeCode.

Special Education: Previously, a special education teacher of record was referred to as a "Sole Provider." In the Teacher-Class data collection, a special education teacher is identified as the Teacher of Record, and the AcademicLevelCode of the class should be listed as SE - Special Education (see AcademicLevelCode below).

SupportStaffTypeCode   2 characters - see list of values

If the SEID in this record is not the Teacher of Record, enter a SupportStaffType to indicate whether the SEID is a co-teacher, instructional paraprofessional, or facilitator using one of the codes listed below.

NA - Not applicable. If the SEID is the Teacher of Record, the SupportStaffTypeCode does not apply because the SEID is not a co-teacher, instructional paraprofessional or facilitator.

TE - Co-Teacher. Licensed teacher who works with the Teacher of Record to provide supplemental educational services for one or more students in the class. (Identify the co-teacher type using the CoTeacherTypeCode field.)

IP - Instructional paraprofessional. Paraprofessional as defined in ARM 10.55.715. (Identify the instructional paraprofessional type using the InstructionalParaTypeCode field.)

FA - Facilitator. The individual employed by the district to facilitate a distance, online, and technology-delivered learning class in accordance with ARM 10.55.907. The facilitator may be an instructional paraprofessional if there is a licensed Teacher of Record providing the instruction. If the Teacher of record is not a licensed teacher, the district's facilitator must be a licensed teacher.

CoTeacherTypeCode   2 characters - see list of values

A licensed teacher who partners with the Teacher of Record. If the SEID is identified as a co-teacher under SupportStaffTypeCode (TE), enter a CoTeacherTypeCode to identify the type of co-teacher using one of the codes listed below.

NA - Not Applicable. If the SEID is not a co-teacher but is instead a Teacher of Record, Instructional Paraprofessional, or Facilitator, the CoTeacherTypeCode is not applicable.

SE - Special Education. Co-Teacher who is responsible for special education. For example, a special education co-teacher, partnered with a Teacher of Record, can be employed by a special education cooperative to be in the classroom on an itinerant basis. Another example is a special education co-teacher can provide parallel special education services in the classroom with a general education teacher of record.

TI - Title I. Co-teacher is responsible for providing instruction for students who are eligible for Title I services while working with the Teacher of Record.

GE – General Education. Co-Teacher is responsible for general education while working with the Teacher of Record. *This option will rarely be used.*

AE – Alternative Education. Co-Teacher provides instruction in an alternative education program for the school district while working with the Teacher of Record. *This option will rarely be used.*

InstructionalParaTypeCode   **2 characters - see list of values**

This code identifies the type of Instructional Paraprofessional who works under the supervision of the Teacher of Record for this class section. If the SupportStaffTypeCode is IP Instructional Paraprofessional, enter an InstructionalParaTypeCode using one of the codes listed below.

NA - Not Applicable. If the SEID is a Teacher of Record, Co-Teacher, or Facilitator, then the person is not an Instructional Paraprofessional and the InstructionalParaTypeCode is not applicable.

GE - General Education. Instructional Paraprofessional is responsible for general education while working under the supervision of the Teacher of Record.

SE - Special Education. Instructional Paraprofessional who is responsible for special education. A special education paraprofessional is sometimes assigned to work under the supervision of a Teacher of Record to provide parallel special education services in a general education or special education classroom.

TI - Title I. Instructional Paraprofessional provides services for students who are eligible for Title I services while working under the supervision of the Teacher of Record.

AE - Alternative Education Program. Instructional Paraprofessional who provides services in an alternative education program of the school district while working under the supervision of the Teacher of Record.

AcademicLevelCode   **2 characters - see list of values**

The TEAMS System enters a default academic level for the course based on the K-12 Course Code entered under CourseCode, and users may overwrite the default academic level.

A single class may commonly serve students in multiple academic levels, but only one academic level may be listed per class. Enter the academic level that most closely identifies the major emphasis of the course curriculum and delivery, not the students' academic level(s).

Use the Academic Level Codes below.

SE - Special Education. The class provides educational and related services for students with disabilities in accordance with an Individual Education Plan (IEP).   The class adapts the curriculum, materials, or instruction for students identified as needing special education. This may include instruction for students with any of the following: autism, deaf-blindness, hearing impairment, mental retardation, multiple disabilities, orthopedic impairment, serious emotional disturbance, specific learning disability, speech or language impairment, traumatic brain injury, visual impairment, developmental delay, and other health impairments.

RE - Remedial Education. The class aims to improve any particular deficiency, including a deficiency in content previously taught but not learned. In grades 5-12, remedial reading and math courses are typically Title I classes.

GE - General Education. The course provides instruction in a given subject matter area that focuses primarily on general concepts for the appropriate grade level.

HO - Honors. Specialized classes that offer a faster pace and more rigorous curriculum for those high school students who are prepared to handle the challenges of the program. Usually, honors class programs are selective based on previous academic performance in the subject and on the results of a subject area exam. Honors classes give high-ability students the opportunity to be more challenged than they would be in a regular class.

EE - Enriched Education, not bearing another higher level designation.

BE - Basic Education. The course focuses primarily on skills development, including literacy in language, mathematics, life and physical sciences, and social sciences and history.

CreditAmount   X.XX

Number of credits available to a student completing the class.

Credits must correspond to the credits earned for completing the term indicated by the SessionTypeCode for this class.

Enter 0 if no credit is assigned for this class, including PK-8 classes and any other class for which credits are not earned.

CourseSequence   X

Number of the course in a sequence of courses. For example, the CourseSequence for Algebra II would be "2" in a sequence of Algebra I, II and III.

If there is no related sequence of courses or if the class is an elementary grade class, enter "1".

CourseSequenceTotal   X

Total courses in this course sequence. For example, CourseSequenceTotal would be "3" for the sequence of Algebra I, II and III.

If there is no course sequence or if the class is an elementary grade class, enter "1".

DistrictCourseName   Up to 50 characters

District's local description or name of the course, using up to 50 alphanumeric characters. The name by which the district refers to this course locally. For example, a course named "04001 World Geography" in the K-12 Course Codes might be known as "Gr 9 Geography" on district schedules.

NOTE: If the district's course name is the same as the K-12 Course Code name, this field can be left blank and the K-12 Course Code name will be stored as the DistrictCourseName in TEAMS.

DistrictCourseNumber   **Up to 10 characters**

District's code for the course, using up to 10 alphanumeric characters. The code by which the district refers to the class locally. For example, the district might refer to an Algebra course as "ALG1" or "ALG2" on their records.

If the district's course number is the same as the K-12 Course Code number, this field can be left blank and the K-12 Course Code number will be stored as the DistrictCourseNumber in TEAMS.

GradeLowCode   **XX (See codes below)**
GradeHighCode   **XX (See Codes below)**
Defines the typical grade or grade range of students who take this class.

If the class serves only one grade, enter the same grade in both the GradeLowCode and GradeHighCode fields.

Enter the highest grade and lowest grade to which this class is normally offered, regardless of the grade levels of students who are currently enrolled. For example, if the class typically serves grades 11 and 12, enter "11" as the GradeLowCode and "12" as the GradeHighCode, even if there current no 12th grade students enrolled in the class. Conversely, if a class is usually taken by 10th graders, enter "10" as both the GradeLowCode and GradeHighCode, even if one or more 11th graders are currently enrolled in the class.

Codes include:
PK   Pre-Kindergarten
KH   Half-Day Kindergarten
KF   Full-Day Kindergarten
P1   Transition1st
01   1st Grade
02   2nd grade
etc….
12   12th grade

This field will be used to determine whether teachers have appropriate licenses/endorsements depending on the grade levels they serve.

NOTE: If the offered grade span includes a grade the teacher is not licensed/endorsed to teach, the TEAMS system will list a teacher mis-assignment.

ClassStartDate   **mm/dd/yyyy**

First day of the class session.

ClassEndDate   **mm/dd/yyyy**

Last day of the class session.

ClassMinutes   **XXXXX (1 to 99999)**

Number of planned minutes per year for this class. Only include the minutes related to the SessionTypeCode reported above. For example, if the SessionTypeCode is semester, enter the minutes of the class for the semester. If the class is a quarter class, enter the minutes for the quarter class. Class minutes for a full year class will typically be 8100.

For self-paced classes that take students more or less time for class completion, report the estimated time that would have been needed to complete the class in a traditional classroom setting.

ClassEnrollment   **XXXXX (1 to 99999)**

Enter the number of students enrolled in the class, or enter the estimated number of students who will be enrolled in a class which has not yet commenced, based on the list below.

Enrollment to report for this class on the Teacher-Class data collection:
a)   If the class started on or before the First Monday in October (Fall Enrollment Count Date for ANB), report the actual enrollment as of the count date.
b) If the class has not yet started as of the First Monday in October but will be in session as of the February 1 count date (Spring Enrollment Count Date for ANB), report the number of students estimated to be enrolled as of the February 1 count date. If reporting after February 1 (i.e., for subsequent Teacher-Class data collections within the same school year) report the actual class enrollment on the February 1 count date.
c) If the class term includes neither the Fall ANB count date nor the Spring ANB count date, report the enrollment on the final day the class meets. This may happen, for example, if the class is a summer school class, an intersession class during a December break, or a distance learning class that runs an off-cycle quarter from November through January.

For a class that provides concurrent enrollment (college and high school credit) for a portion but not all the class' students (see DualEnrollmentCredit below), report the entire class enrollment here. On the Dual Enrollment screen, TEAMS will request the number of students enrolled for concurrent enrollment.

DistanceLearning   **Y or N**

Is this class provided using distance learning? "Distance learning" means instruction in which students and teachers are separated by time and/or location with synchronous or asynchronous content, instruction, and communication between student and teacher (e.g., correspondence courses, online learning, videoconferencing, streaming video). (ARM 10.55.602)

When this field indicates the class is provided using a distance learning delivery mode, TEAMS will ask for further information on the Distance Learning screen.

DualEnrollmentCredit   **Y or N**

Is this class offered for Dual Enrollment?

"Dual Enrollment" refers to opportunities for high school students to be enrolled in high school and postsecondary courses at the same time. There are two categories of such opportunities:

• Concurrent enrollment – Students attend a college level course offered <u>at the high school</u> during the school day using district high school faculty approved by the post-secondary institution. Students receive both high school and college credit for the completed course. The teacher must have either a valid 5-12 or Class 8 license. This <u>class must be reported on the Teacher-Class screen</u> as a regular high school class, except that the DualEnrollmentCredit field is "Y".

• Dual credit – Students receive both college credit and high school credit for a course taken <u>at a postsecondary institution</u>. Students may take the course during or outside of the school day. The college teacher must have a Class 1, Class 2, and/or Class 8 license to qualify this course for high school credit.

        NOTE: This is a college course taught by an employee of the college and is not a high school class. <u>Do not report a dual credit (college) class on the Teacher-Class screen</u>. The TEAMS system will ask the user to enter detailed information on a separate Dual Enrollment screen about the postsecondary instruction and the qualifications of the teacher.

<u>Dual Enrollment/Concurrent Enrollment offered through Distance Learning:</u>
If the DualEnrollmentCredit field is "Y" and the DistanceLearning field is also "Y", this indicates the class is a distance learning class that offers both college and high school credit. The TEAMS system will ask the user to enter details concerning the college partnership and the distance learning provider.

AlternativeEdPgm   **Y or N**

Is this class part of an Alternative Education Program?

An "Alternative Education Program" is a restructured academic program to serve at-risk students, operated within an accredited public school. In some cases, a school may operate an alternative education program at a site other than a school building of the district.

When this field indicates the class is provided as part of an alternative education program, TEAMS will ask for further information regarding the alternative education program on a separate screen.

Teacher Class Data Collection - Examples

The following charts show examples of how fields are used for different situations in the Teacher-Class data collection. Important differences related to the example are highlighted.

Examples:
1. Teacher of Record (employed by District)
2. Special Ed Co-Teacher in Regular Ed Class
   - 2a.   Co-Teacher employed by District
   - 2b.   Co-Teacher employed by Spec Ed Cooperative
3. Distance Learning Class
   - 3a.   Teacher of Record employed by District
   - 3b.   Facilitator employed by District

Field	1. Teacher of Record	2. Special Ed Co-Teacher in a Regular Ed Class	
	Teacher of Record employed by District	2a. Co-Teacher employed by District	2a. Co-Teacher employed by Spec Ed Cooperative
FY	2013	2013	2013
OwnerLegalEntityCode	0583	0583	9623
OwnerSchoolCode	0779	0779	0000
LocationLegalEntityCode	0583	0583	0583
LocationSchoolCode	0779	0779	0779
SEID	123458	23458	134567
CourseCode	73032	73032	73032
SessionTypeCode	SY	SY	SY
SessionNumber	1	1	1
SectionCode	1	1	1
TeacherOfRecordFlag	Y	NA	NA
SupportStaffTypeCode	NA	TE	TE
CoTeacherTypeCode	NA	SE	SE
InstructionalParaTypeCode	NA	NA	NA
AcademicLevelCode	GE	GE	GE
CreditAmount	0	0	0
CourseSequence	1	1	1
CourseSequenceTotal	1	1	1
DistrictCourseName	2nd Grade	2nd Grade	2nd grade
DistrictCourseNumber	2-1	2-1	2-1
GradeLowCode	02	02	02
GradeHighCode	02	02	02
ClassStartDate	08/28/2013	08/28/2013	08/28/2013
ClassEndDate	05/31/2014	05/31/2014	05/31/2014
ClassMinutes	8100	8100	8100
ClassEnrollment	17	17	17
DistanceLearning	N	N	N
DualEnrollmentCredit	N	N	N
AlternativeEdPgm	N	N	N

(Examples…continued)

Field	3. Distance Learning (DL) Class	
	3a. Teacher employed by District*	3b. Facilitator employed by District
FY	2013	2013
OwnerLegalEntityCode	0584	0584
OwnerSchoolCode	0779	0779
LocationLegalEntityCode	0584	0584
LocationSchoolCode	0779	0779
SEID	56789	12348
CourseCode	06102	06102
SessionTypeCode	SM	SM
SessionNumber	1	1
SectionCode	ForLangDL-S	ForLangDL-S
TeacherOfRecordFlag	Y	NA
SupportStaffTypeCode	NA	FA
CoTeacherTypeCode	NA	NA
InstructionalParaTypeCode	NA	NA
AcademicLevelCode	GE	GE
CreditAmount	0.5	0.5
CourseSequence	2	2
CourseSequenceTotal	3	3
DistrictCourseName	Astronomy	Astronomy
DistrictCourseNumber	2-1	2-1
GradeLowCode	02	02
GradeHighCode	02	02
ClassStartDate	08/28/2013	08/28/2013
ClassEndDate	01/25/2014	01/25/2014
ClassMinutes	4550	4550
ClassEnrollment	2	2
DistanceLearning	Y	Y
DualEnrollmentCredit	N	N
AlternativeEdPgm	N	N

* If the Teacher of record is employed by a Distance Learning Provider instead of the district, do not report the teacher in a Teacher-Class record. Additional details about the Teacher and DL Provider will be gathered on a separate Distance Learning screen so the qualifications of the teacher for this class assignment can be determined.